

How to Reconcile Spoiled Vaccine from Inventory

How to Process a Vaccine Return in

VAC TRAK

State of Alaska's Immunization Information System

Note: Only Vaccine Coordinators and Backup Vaccine Coordinators can order vaccine and perform inventory management tasks in VacTrAK. To be designated as a VC or BuVC, have your facility administrator fill out the Request to Add or Modify User Form and submit it to VacTrAK@alaska.gov

How to Reconcile Spoiled Vaccine from Inventory

- Login to <https://vactrak.alaska.gov>

VAC TRAK

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Date: November 19, 2020

If you have questions on the COVID-19 vaccine, please visit [Covidvax alaska.gov](https://covidvax.alaska.gov) for more information on the vaccine and how to enroll as a COVID-19 provider. Any further questions on provider enrollment should be emailed to covid19vaccine@alaska.gov

AKIIS-Web Login

Username :
Password :

[Forgot Password](#)

Clear Login

- Click on **Lot Numbers**
 - Click on **Reconciliation**

VAC TRAK

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Logged in: SSTEEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC

Date: October 13, 2020

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2019	20		0.0	--No Category Required--	--No Reason Required--	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Legend
Public Lots
Private Lots
Expired Vaccines
Expires in 30 days or less

Print Reset Save
Submit Monthly Inventory

- Type in **current physical inventory** (minus the spoiled doses). The Adjustment will equal the spoiled doses
 - Click on the drop down arrows to choose the **Spoiled Category** and the appropriate **Reason**
 - For COVID vaccine temporarily stored at 36-46°F and not administered within the allowed time period (5 days for Pfizer and 30 days for Moderna), choose the **Refrigerator/Freezer Too Warm Reason**
 - Click **Submit Monthly Inventory**

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Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC

Date: October 13, 2020

Reconcile Inventory

Vaccine	Lot Number	Exp Date	Quantity on Hand	Physical Inventory	Adjustment (+/-)	Category	Reason	Funding Source	Inactive	Add Row
COVID-19, mRNA LNP-S, PF, 30 mcg/0.3 mL dose	123AB	12/31/2019	20	16	-4.0	Spoiled	Refrigerator/Freezer Too Warm	PUB	<input type="checkbox"/>	+

Inventory Last Submitted: 11/29/2020

Print Reset Save
Submit Monthly Inventory

How to Process a Return for Spoiled Vaccine

- Click on **Orders/Transfers**
 - Click on **Create/View Orders**
 - Click on **Vaccine Return**

VAC-TRAK Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 20, 2020

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Current Order/Transfer List

Select	Order Number	PIN	Submit Date	Approval Date	Status
-->	221432	9999	10/02/2020		Pending State Approval
-->	221472	9999	11/19/2020	11/19/2020	Shipped

Backordered Orders

Select	Order Number	PIN	Submit Date	Backorder Date
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Denied Orders

Select	Order Number	PIN	Submit Date	Denial Date
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Inbound Transfers

Select	Transfer Number	PIN	Submit Date	Sending Organization/Facility	Status
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Outbound Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Status
-->	158301	999997	10/02/2020	SOA EPI DEPOT RETURNS	Approved

Rejected Transfers

Select	Transfer Number	PIN	Submit Date	Receiving Organization/Facility	Reject Date	Rejected By	Status
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Create Order Vaccine Return

- Type in the number of **doses** you are returning
 - Click **Submit and Print Vaccine Return**

VAC-TRAK Logged in: SSTEST USER

Organization/Facility: TEST ORGANIZATION SITE (1495) / TEST FACILITY HEALTH CLINIC Date: October 20, 2020

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Vaccine Return

Sending Organization: TEST ORGANIZATION SITE
Sending Facility: TEST FACILITY HEALTH CLINIC
Receiving Organization: 1043 - SOA EPI DEPOT RETURNS

Vaccine Return

Transfer Quantity	Vaccine	Funding Source	Lot Number	Usable Quantity Available	Wasted Quantity	Wastage Cost	Expiration Date	Return Reason	Option
4	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	123AB	16	4		12/31/2069	Refrigerator/Freezer Too Warm	Remove

Cancel Submit and Print Vaccine Return

- Print** the Vaccine Return page

Vaccine Return									
Transfer Number: 158341									
Sending Organization: TEST ORGANIZATION SITE									
Sending Facility: TEST FACILITY HEALTH CLINIC									
Receiving Organization: SOA EPI DEPOT RETURNS									
Transfer Quantity	Vaccine	Funding	Lot Number	Usable Quantity Available	Wasted Quantity	Wastage Cost	Expiration Date	Return Reason	
4	COVID-19, mRNA, LNP-S, PF, 30 mcg/0.3 mL dose	PUB	123AB	16	4		12/31/2069	Refrigerator/Freezer Too Warm	

- Pack** the printed page and vaccine in a box with padding so that the vials don't break in transit. The box does not have to be cold
- Mail** the box of vaccine to:
Immunization Program
3601 C St. Suite 586

Anchorage, AK 99503